

Appendix E II

GENERAL POLICY

TelcoPlus recognizes and accepts its duties as an employer to ensure in so far as is reasonably practicable, the health, safety and welfare all its employees.

TelcoPlus will ensure that all reasonably practicable efforts are made to safeguard its visitors, contractors and members of the public, who may be affected by its activities.

TelcoPlus will observe all relevant statutes, regulations and codes of practice and will take appropriate steps within its authority for the:

- Provision and maintenance of facilities and equipment that is safe and without risks to health.
- Arrangements for ensuring safety and absence of risks to health in relation to the use, handling, storage and transportation of materials and substances.
- Provision of sufficient information, instruction, training and supervision as is necessary, to ensure the health and safety of its employees at work.
- Maintenance of a safe place of work and provision and maintenance of a safe means of access to it and egress from it.
- Provision and maintenance of adequate facilities.

To realize these objectives the company shall make available resources to promote and maintain best practice in Health and Safety Management. **TelcoPlus** will try to prevent any incident that may result in injury, ill-health or damage to property.

MANAGEMENT RESPONSIBILITY

TelcoPlus firmly believes that Health and Safety is an aspect of management equal in importance to any other management function. The company expects all managers and supervisors to consider Health and Safety as part of their normal duties and responsibilities, in order to prevent injury and ill-health.

General Director will be accountable for Health and Safety standards at **TelcoPlus**' workplace. Health and Safety will be monitored and will be taken into account as part of our overall performance appraisal. Details of duties and responsibilities are contained in the Quality, Health and Safety Management System.

EMPLOYEES RESPONSIBILITY

TelcoPlus requires all its employees to co-operate with the management of the company in order to achieve legal compliance and meet our own Health and Safety standards. Employees are reminded not to take risks which could affect their own or other persons' Health and Safety. Any breaches of the company Health and Safety Policy will result in disciplinary action.

All employees will receive a work instruction of their duties and responsibilities as contained in the Health and Safety Management System.

HEALTH AND SAFETY ASSISTANCE

The prime function of the Health and Safety Management system is to assist **TelcoPlus** in meeting its Health and Safety Objectives. The QA/HSE Manager is responsible to the General Director for the provision of a professional and comprehensive Health and Safety of the company, including the development, implementation, monitoring and review of **TelcoPlus**' Health and Safety Policies.

JOB SAFETY ANALYSIS

As part of our overall Health and Safety arrangements, suitable and sufficient assessment of risks to Health and Safety will be undertaken for all tasks performed by **TelcoPlus**.

The purpose of such assessments is to identify the appropriate preventative and protective measures necessary, to comply with any relevant statutory, provision and to ensure the Health and Safety of our employees and other persons affected by **TelcoPlus** activities.

CONSULTATION

No Health and Safety Policy will be successful unless it actively involves all our employees. Safety improvement meetings will be held on the Health and Safety Management system through our Quality Team.

In accordance with legal requirements the QA/HSE Manager is appointed to monitor and improve safety in **TelcoPlus**.

TRAINING

TelcoPlus recognizes the need for Health and Safety Training to ensure that our employees are competent to perform their work without risks to themselves or others. Such training will be provided at orientation and periodically during the course of employment.

REPORTING AND INVESTIGATION OF ACCIDENTS

QA/HSE Manager is responsible for investigating and reporting the circumstances surrounding and causes of all incidents concerning personal injury, property damage, near-misses or non-conformance. Where necessary, he will be assisted by managers and supervisors in independent accident investigations.

An appropriate report form will be completed for personal accidents. Copies of all reports will be sent to the General Director.

In certain circumstances external authority(s) may need to be advised. Full disclosure of all available information will be provided to them.

POLICY PUBLICATION

Copies of this policy will be made available to all employees and displayed in the Main Office and Warehouse. It shall be brought to the attention of all contractors, customers and visitors and be made available to any other interested parties.

REVIEW OF POLICY

TelcoPlus Health and Safety Management Policy will be reviewed regularly and revised in light of any legislative changes and/or needs of the organization. Where necessary, new Health and Safety objectives will be set and circulated to our main locations. All relevant Health and Safety employees will be advised of any changes.

Signature

Date

General Director

TelcoPlus